

**BURTON M. CROSS STATE OFFICE BUILDING
EVACUATION PLAN
(In Part)**

Revised: June 4, 2008

**(Portions Relevant to the
Second (Legislative) Floor Only**

BURTON M. CROSS STATE OFFICE BUILDING EVACUATION PLAN

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I. THE BUILDING

1. The main exits from the building are the North (facing Parking Garage) and South (facing Cultural Building) exits on the first floor and the East (facing the State House) and West (facing the Parking Lot) exits on the second floor. The North side, South side and East side exits of the building are wheelchair accessible exits.
2. The first floor (ground level) is occupied by Capitol Security, Building Control and Property Management in the South wing. There are also offices, a conference room and restrooms. The Loading Dock can also be accessed from this wing. The center corridor has the elevators and the entrance to the State House Tunnel. The North wing includes electrical rooms, restrooms and the cafeteria encompassing most of the east side. Other areas of the North wing include computer training rooms, a Distance Learning room and a conference room. There are staircases on the East side of the corridor in both the North and South wings that lead to the basement and to all floors. On the West side of the North wing and a little closer to the exit are staircases that lead to the second floor and the basement centrex room and fan rooms. On the West side of the South wing and a little closer to the exit is a staircase leading to the second floor. Population of the floor is estimated as 50 when the Legislature is not in session and it can be as high as 300 on a busy day during the Legislative Session.
3. The second floor houses the main entrance with a reception area, several legislative committee offices and hearing rooms, and the Office of Policy and Legal Analysis. There are four staircases on this floor. Two on the East side (one in the North wing and one in the South wing) lead to all floors. The two on the West side lead to the first floor. Population of the floor is estimated as 60 when the Legislature is not in session and it can be as high as 350 on a busy day during the Legislative session.
4. There are approximately 180 people on each of the third, fourth and fifth floors during the workday. There are approximately 155 people on the sixth and seventh floors during the workday. A person or two from any of the departments could be in the basement at any time during a workday in their department's storage area.
5. On a busy day, while the Legislature is in session, there may be over 1,500 people in the Cross Building. This includes Legislators, lobbyists, permanent staff, part-time staff, school children and members of the public. Many of these people will be unfamiliar with the layout of the building.
6. The building is fully covered by a sprinkler system. Pull stations are on the North and South end of each floor. The building is covered by a fire alarm system. The building has a smoke and heat detection system.
7. This plan is activated under the direction of the Superintendent of Buildings or his designee. Each department or division of a department within the building is responsible for development of procedures to evacuate their staff and visitors from the working area in a way that compliments this plan.

II. ASSUMPTIONS

1. Protection of life is the primary goal. All measures are based on the assumption that they are not putting any person's life in danger. Actions such as closing windows and checking empty rooms should be weighed against the imminent danger to the person involved. Actions unable to be taken will be reported to the Emergency Warden who will report to the Floor Leader. The Floor Leader forwards the information through channels to the Building Coordinator, who will make any decision necessary to address the situation and advise the Incident Commander.
2. All identified exits will be clear in all weather.
3. Emergency Wardens and other evacuation team members will be identified by the agency head and trained by the Floor Leader. It is each department's responsibility to identify Emergency Wardens and evacuation team members.
4. Training exercises and drills will be held on a regular basis (at least annually). Each exercise, drill or emergency evacuation will be reviewed. Based on these reviews, this plan may be changed and staff provided additional training to address any problems or deficiencies noted.
5. Alarms will be sounded when the building needs to be evacuated. Locks are automatically released on all exit doors within the building when alarms are sounded.

III. POSSIBLE INCIDENTS REQUIRING BUILDING EVACUATION

Fire
Chemical/gas leak or spill
Bomb threat/detonation
Civil disturbance
Terrorist
Earthquake or other natural disaster

IV. BURTON M. CROSS BUILDING EMERGENCY TEAM

The Cross Building's **Emergency team** is comprised of the **Building Coordinator, Floor Leaders, Emergency Wardens, special Needs Buddies and Capitol Security**. The **Building Coordinator** (Rick Buotte or Chip Gavin) is in control of access to the building during an emergency. **Floor Leaders** report directly to him. Each **Emergency Warden** reports to his/her **Floor Leader**. **Buddies** report to their **Emergency Warden**. **Capitol Security** works closely with the **Building Coordinator** and the **Response agencies**.

During an evacuation, the **Building Coordinator** remains available for consultations with the **Incident Commander** (senior city police or fire officer on scene) and **Capitol Security**. He keeps in contact with **Floor Leaders** regarding the changing situation and necessary decision making involving business and staffing. The Building Control Center will remain in operation as long as possible since it includes all communications equipment.

The **Incident Commander** establishes the **Command Post**. The Building Coordinator sets up a Command Post at the Cultural Building Atrium. As the situation dictates, the **Building Coordinator** or his designee will remain onsite and in communication with the **Incident Commander** or **Command Post** as well as **Building Control Communication** and others as necessary.

Floor Leaders serve as a point of communication between **Emergency Wardens** and the **Building Coordinator**. They meet with their groups at their evacuation destination; record reports from their wardens as received and note any problems. They should immediately report any problems or unusual incidents to the **Building Coordinator**, using a messenger if necessary. **Floor Leaders** remain in charge of their groups until the emergency is discontinued.

Emergency Wardens report to their **Floor Leaders** on the completion of their evacuation assignments, noting any problems or unusual incidents. **Emergency Wardens** begin at their respective ends of the hallway and check every office, restroom and lounge to ensure they are vacated. They provide assistance and guidance to department guests without an escort. With assistance from others, they should account for all staff in their assigned area. They will continue to work as monitors and carry out assignments from the **Floor Leader** until the termination of the event.

Buddies report the safe evacuation of their partner to their **Emergency Warden**. They also report any special needs or problems that develop for their partner during the emergency period. Those requiring assistance to evacuate the building are to report to their designated stairwell.

No one will be allowed to re-enter the building until notified by the **Emergency Team**. The **Emergency Team** receives this information from the **Building Coordinator**. The **Building Coordinator** consults with the **Incident Commander** before allowing re-entry.

V. ALERTING AND WARNING

1. Reporting a Fire:

Staff person triggers the nearest fire alarm Pull Station. Building Control will notify the Fire Department (9-911).

2. Emergencies other than Fire:

If a staff person is not sure if action should be taken, he/she should notify his/her supervisor to assess the situation, or if the supervisor is unavailable, Building Control (7-6911). Building Control will take appropriate action and will notify the Building Coordinator, as appropriate.

If Supervisor believes situation does not warrant further action, he/she promptly briefs Building Control on the situation. Building Control will notify the Building Coordinator.

Building Control may activate the emergency plan or consult first with Capitol Security, depending on the situation. If a decision is made for immediate evacuation, Building Control will sound the fire alarm and notify the emergency contacts.

If the situation is resolved prior to a complete evacuation of the building, emergency contacts, Emergency Wardens, Special Needs Buddies and Floor Leaders will be notified that the situation has concluded by the Building Coordinator.

VI. INCIDENT MANAGEMENT

EMERGENCY TEAM

Incident Commander
(Senior City Policy or Fire officer on Scene)

Capitol Security

Building Coordinator

Floor Leaders

Emergency Wardens
and Buddies

VII. EVACUATION ROUTES/ASSEMBLY AREAS

(See attached map.)

SECTION OF BUILDING	PRIMARY EXIT DOOR/STAIRS	ASSEMBLY AREA
Basement:		
<u>All Areas</u>		<u>Lot C</u>
First Floor:		
North Wing (ATM Meeting Rooms, Class Rooms)	North Corridor door on Capitol Street	<u>Lot C</u>
North Wing Off Season Meeting Room (Room 105)	North Corridor door on Capitol Street	<u>Lot C</u>
Cafeteria	Direct exit/North and East Doors	<u>Lot C</u>
South Wing: Loading Dock	Use dock exit door	<u>Lot C</u>
All other areas of the South Wing	Use the South entrance	<u>Lot C</u>
Second Floor:		
North Wing: 2 hearing rooms and offices at end, 1 next to it on East side and Legislators in Hearing Room next to staircase on West side.	West staircase in breakout Space to 1 st floor. Exit Capitol Street door (North).	<u>West Entrance to State House</u>
Balance of West side of North Wing	West main entrance, Kiosk Area	<u>West Entrance to State House</u>
Balance of East side of North Wing	East entrance in Kiosk Area (facing Capitol Building)	<u>West Entrance to State House</u>
South Wing: Those using exit on West side of Policy and Legal Analysis and Legislative members of the hearing room next to western stairwell.	Take staircase to first floor. Exit through South entrance of Building.	<u>West Entrance to State House</u>
The remainder of the offices and conference rooms on the East side of the South Wing.	East entrance in Kiosk Area (facing Capitol Building)	<u>West Entrance to State House</u>
The remainder of the offices and conference rooms on the West side of the South Wing.	West main entrance, Kiosk Area.	<u>West Entrance to State House</u>
SECTION OF BUILDING	PRIMARY EXIT DOOR/STAIRS	ASSEMBLY AREA

Third Floor:		
All Areas	South	Lot C
Fourth Floor:		
All Areas	South	Lot P – South Corner
Fifth Floor:		
All Areas	North	Lot P – North End
Sixth Floor:		
All Areas	North	Lot P – Center
Seventh Floor:		
All Areas	North	Lot P – Center

NOTE: No elevators are used during evacuation.

The public will be evacuated from conference and hearing rooms using the pre-established evacuation routes posted in each room.

VIII. TERMINATION/CONTINUATION OF EVENT

The **Building Coordinator**, after consultation with the Incident Commander, informs the **Floor Leaders** regarding re-entry of the building, relocation of business, or dismissal of employees and closure of business.

The **Floor Leaders** circulate the information, using the **Emergency Wardens**. Supplemental communication aids will be used as available.

If dismissal with an unknown return is indicated, the form of notification of resumption of business will also be announced (e.g., “Listen to radio stations _____ and TV stations _____ at _____ AM/PM for notification regarding return to work”).

IX. REVIEW/EXERCISES/TESTING

This plan is maintained by the Department of Administrative & Financial Services. It will be reviewed annually and revised as necessary.

DISSEMINATION

Richard Buotte, Director of Property Management
 Chip Gavin, Building Coordinator
 Capitol Security
 Each Department in Building
 Augusta Fire Department
 Augusta Police Department

General Information

Floor Leaders and Emergency Wardens Persons Needing Assistance

Persons within your area should be asked if they wish assistance during emergency evacuations. For each person, a volunteer Buddy should be identified with an alternate.

In an emergency, fire alarm type event:

- ♦ Person needing assistance (unable to negotiate the stairs) and Buddy will proceed to **NORTH** stairwell.
- ♦ Wait near the stairway entrance on the work floor; until all evacuees have entered the stairwell and stair traffic has subsided (do not block entrance or stairway).
- ♦ Once free of traffic, enter the stairwell landing, be sure the stairwell door is shut, activate the **Refuge Button** located in the stairwell to alert the Building Control Center of your need for assistance and await instructions. This information will be relayed to the **Incident Commander** and/or the **Building Coordinator**.
- ♦ In the event of obvious hazard in the **NORTH** stairwell (fire, smoke, etc), move immediately to the **SOUTH** stairwell.

The stairwells are designed for a two-hour fire rating, making them a safe place to await rescue. As soon as possible, you will be contacted by an official who will give additional instructions such as:

- 1) Elevator(s) are safe to use in this circumstance. Proceed to elevator lobby and use elevators to exit the building.
- 2) The fire department is on its way, they are informed of your whereabouts and will be here shortly.

Please remain calm. Be sure other persons who need assistance (visitors, new employees or injured persons) are assisted.

Command Post is located in the Lobby at the Cultural Building.

EMERGENCY EVACUATION INFORMATION

2nd Floor Summary

Richard Buotte – Building Coordinator

Chip Gavin – Co-Building Coordinator

Patrick Norton 2nd Floor Leader

Jill Ippoliti 2nd Floor Leader, Back Up

Danielle Fox 2nd Floor Leader, Back Up

Alison Ames Warden

Jon Clark Back-up Warden

Brenna Byrne Back-up Warden

Procedures to be taken depending on the situation:

When the fire alarm sounds:

Employees should proceed as follows:

North Wing: The 2 hearing rooms and offices at the end, 1 hearing room next to it on the east side, and Legislators in hearing room next to staircase on the west side use the west staircase in the breakout Space to the 1st floor and exit the north end onto Capitol Street.

Balance of the west side of the north wing. Use the 2nd floor west exit toward Sewall Street.

Balance of the east side of the north wing. Use the 2nd floor east exit toward the State House.

South Wing: The Office of Policy and Legal Analysis the hearing room adjacent to the southwest stairwell exit through the stairwell to the first floor and out the south entrance toward the Cultural Building.

Balance of the west side of the south wing. Use the 2nd floor west exit toward Sewall Street.

Balance of the east side of the south wing. Use the 2nd floor east exit toward the State House.

Our meeting location is on the plateau outside the east entrance of the State House. (see map for location). **For safety reasons, employees must stay with their groups until further instructions from your warden.**

- If you are on break or at lunch or on another floor and you realize that there is an emergency, exit the building through the nearest exit and meet in your designated area and tell your warden you are there.
- If you are returning in your vehicle, park your vehicle and meet in the designated area.

The **Floor Leader** will instruct the **Wardens** when employees are allowed to re-enter the building or if there will be a dismissal or relocation. The **Wardens** will then relay those instructions to employees. *If dismissal with an unknown return is indicated, the form of notification of resumption of business will also be announced (e.g. "listen to radio stations and TV station for notification regarding return to work")*

Wardens

- Be sure that your assigned area is cleared out completely.
- Meet your fellow employees outside in the designated area.
- Go over the roster to be sure everyone is accounted for. Advise Floor Leader of any missing individuals.
- Report any unusual incidents observed while evacuating your floor to the Floor Leader.
- Wait for further instructions from the Floor Leader.

Buddies

- Be sure to bring your special needs person to the **NORTH** stairwell.
- Wait near the stairway entrance, on the work floor, until all evacuees have entered the stairwell, and stair traffic subsides (DO NOT BLOCK THE ENTRANCE OR STAIRWAY)
- Once free of traffic, enter the stairwell landing, be sure the stairwell door is shut, activate the **Refuge Button** located in the stairwell to alert the Building Control Center of your need for assistance and await instructions. This information will be relayed to the **Incident Commander** and/or the **Building Coordinator**.
- In the event of obvious hazard in the North stairwell (fire, smoke, etc.), move immediately to the SOUTH stairwell.

For emergencies without a fire alarm:

Should a situation require evacuation or other action without the sounding of the fire alarm, the Floor Leader will contact the Emergency Wardens with appropriate instructions. The Warden will then provide these instructions to the employees, buddies and special needs people.



SEWALL STREET

4th Floor
Assembly Area

Lot P

6th Floor &
7th Floor
Assembly Area

Lot P

5th Floor
Assembly Area

Nash
School

Lot C

Basement,
1st Floor, &
3rd Floor
Assembly Area

Lot D

Lot E

Burton M. Cross
Office Building

CAPITOL STREET

Cultural
Building

Command
Post

2nd Floor
Assembly
Area

State House

STATE STREET